

Suggested Terms of Reference for Minicard Operation Staff

1. Mission

To plan and direct the Pilot Minicard System operation for the development of policies and procedures required for the establishment of a complete processing system using Minicard equipment for the receipt, dissemination, recording, indexing and retrieval of intelligence documents to supplant the present Intellofax System.

2. Functions

- a. Determine specific requirements to begin initial phase and subsequent phases of the Pilot operation.
- b. Establish target dates for each phase.
- c. Submit monthly progress reports to AD/CR.
- d. Arrange for necessary personnel.
- e. Determine general requirements for specific files, extent of indexing, and for servicing requesters. These general requirements should be coordinated with user offices and be approved by AD/CR.
- f. Investigate new ideas of document indexing and retrieval which may utilize the full potential of the Minicard Method.
- g. Write standard operating procedures for all phases of the Minicard System, including receipt, selection, dissemination, indexing, processing, searching and retrieval.
- h. Develop specific programs for training OCR personnel in the Minicard System so that the Intellofax System can be phased out without interruption in OCR services.
- i. Coordinate operation with Air Force (AFCIN-1B) so as to prevent any needless duplication in processing each other's documents.
- j. Determine whether the Minicard System can be adapted for use by the OCR specialized registers (IR, BR, GR, SR).

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